

Phoenix Program
Process Definition – Purchasing Module

Process	<i>Update Vendor Contracts - Update Items for New Vendor Contracts</i>
Process Number	<i>PO - 027</i>

Description of Process

This process is used when existing items are awarded to new vendors in a new contract.

Input to Process

Item Data

Output of Process

Items ready for assignment to item catalogs and for use on requisitions, PO's and RFQ's.

Service Level Agreement Required? (if yes, provide a brief description)

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PeopleSoft Panel Groups being Used

Function	Panel Group
Maintain Items for Purchasing	Use - Item Definition
	Establish An Item
	Add/Update Display

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Business Process Description

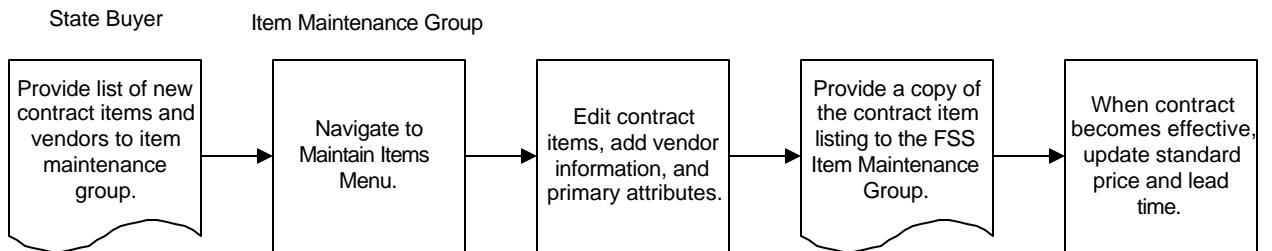
Process Description	Responsibility (Agency/Centralized)
Step 1: The buyer supplies a listing of new contract items and vendors to the item maintenance group.	State Buyer
Step 2: Navigates to the Maintain Items Menu (Go, Administer Procurement, Maintain Items for Purchasing)	Item Maintenance Group
Step 3: Edit the contract items from the Item Definition Panel Group. (Use, Item Definition, Establish an Item, Update/Display)	"
Step 4: On the "Item Vendor" panel, insert rows to add the new contract vendors. Select appropriate checkboxes as detailed in the Item Maintenance Process. Be sure to make the primary contract vendor "Priority 1".	"
Step 5: On the "Item Vendor UOM" panel, key the new "Effective Date" for the new contract and the contract price for the item and make sure the status is "Active". Scroll to all old vendors and insert a new effective dated row using the effective date for the new contract. Change the status to "Inactive". This will make the previous vendor's price inactive on the same date the new vendor's price becomes effective (active). NOTE: The above method of inactivating old vendors does not currently work in PeopleSoft. However, we have logged a case to fix this functionality with PeopleSoft, hopefully this procedure will work by the time it is needed. Otherwise, each old vendor will have to either be made inactive or deleted on the "Item Vendor" panel on the day the new contract goes into effect.	"
Step 6: If the item is recyclable, go to the Primary Attributes tab and check "Recycle". If the item is a Georgia Assigned NIGP code, check the GA NIGP field. Other fields on this panel are optional.	"
Step 7: – Click the diskette on the Toolbar to save the item.	"
Step 8: Provide a copy of the contract item listing to the FSS Item Catalog Maintenance Group, indicating if any new contract items have been added from the previous contract.	"
Step 9: Once the contract becomes effective, return to the Item panels and update the standard price and standard lead time to match the newly effective vendor's price and lead time.	"

Forms Used with Process (#)

None

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Process Flow Diagram (if appropriate):



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APPROVAL FORM

<i>SIGNER</i>	<i>ROLE</i>	<i>DATE</i>
<i>Rick Housworth</i>	<i>DOAS Project Lead</i>	<i>3/1/99</i>
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